

Document File

Data Dictionary

DUE-DATE8

Identifies the date a check was written or a claim schedule is to be printed. Can be assigned to a document record. This is a system supplied (automated check) or entered field. Currently used in the In record, IT record, Year End Adjusting, Document, Document Shadow, Warrant Write, WWP, Error and History Files.

SUB-SEC

This is the second level of hierarchy in the organization structure (Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit). Currently used in the Document, DF Shadow, Descriptor D03 through D06, DT Maintenance, Operating, OPP, Allotment, AL Shadow, ALG, Index Code, and IC Maintenance Files.

UNIT

This is the third level of hierarchy in the organization structure (Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit). Currently used in the Document, DF Shadow, Descriptor D04 and D06, DT Maintenance, Operating, OPP, Allotment, AL Shadow, ALG, Index Code, and IC Maintenance Files.

SUB-UNIT

This is the fourth level of hierarchy in the organization structure (Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit). Currently used in the Document, DF Shadow, Descriptor D05 and D06, DT Maintenance, Operating, OPP, Allotment, AL Shadow, ALG, Index Code, and IC Maintenance Files.

SUB-SUB-UNIT

This is the fifth level of hierarchy in the organization structure (Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit). Currently used in the Document, DF Shadow, Descriptor D06, DT Maintenance, Operating, OPP, Allotment, AL Shadow, ALG, Index Code, and IC Maintenance Files.

INDEX

Code representing the lowest level of organizational structure in a department/organization. This code looks up the organizational hierarchal structure. Currently used in the AIM, Allotment, AL Shadow, BD, BDM, Cost Allocation, CA Maintenance, Error, FSM, History, Index Code, IC Maintenance, IN, IT, Organization Control, OC Maintenance, Operating, OPE, OPP, Year End Adjustment, Document, DF Shadow, Employee, EF Maintenance, Vendor Payment, VPP, Vendor Payment Shadow, Warrant Write, and WWP Files.

CAT

Category is a UCM code that classifies expenditures into 7 major groupings. This is currently used in the Allotment File, ALG File, Allotment Shadow File, Appropriation Symbol Table, AS Table maintenance record, Appropriation File, Appropriation Shadow File, Document File, Document Shadow File, Descriptor Table, DT maintenance record, Grant Project File, Grant Project Shadow File, Operating File, OPP File, Warrant Write File, WWP File, Error File, History File, and the IT record.

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OBJ

Object is a UCM code that classifies categories into smaller groupings. This is currently used in the Allotment File, ALG File, Allotment Shadow File, Appropriation Symbol Table, AS Table maintenance record, Appropriation File, Appropriation Shadow File, Document File, Document Shadow File, Descriptor Table, DT maintenance record, Grant Project File, Grant Project Shadow File, Operating File, OPP File, Warrant Write File, WWP File, Error File, History File, and the IT record.

-OBJ-DTL

Object Detail is a UCM code that classifies objects into smaller groups. This is currently used in the Allotment File, ALG File, Allotment Shadow File, Appropriation Symbol Table, AS Table maintenance record, Appropriation File, Appropriation Shadow File, Document File, Document Shadow File, Descriptor Table, DT maintenance record, Grant Project File, Grant Project Shadow File, Operating File, OPP File, Warrant Write File, WWP File, Error File, History File, and the IT record.

FUND-DTL

Agency code that is a further definition of fund. Currently used in the AI, AI Maintenance, Allotment, ALG, AL Shadow, Appropriation, AP Shadow, Cash Control, CC Shadow, Document, DF Shadow, Descriptor Table (D23), Error, FSM, General Ledger, GLP, Grant Project, GP Shadow, History, IN< IT, Organization Control Table, OC Maintenance, Operating, OPE, OPP, PCM, Subsidiary, SFP, Year End Adjusting, Vendor Payment, VP Shadow, Warrant Write and WWP Files.

SRC

Code established in the Uniform Codes Manual to classify the various receipts. Currently used in the History, IT, Appropriation, AP Shadow, Document, Document Shadow, Descriptor D33 and D34, Error, Grant Project, GP Shadow, IN, Organization Control, OC Maintenance, Operating, OPP, Project Control, PC Maintenance, Year End Adjusting, Warrant Write, and WWP Files.

AGCY-OBJ

Field established by the CALSTARS agency to further define the statewide Object Detail Code. This field can be either alpha or numeric. Currently used in the AIM, File, Allotment File, ALG File, Allotment Shadow File, BD File, BDM File, Error File, FSM File, Grant Project File, Grant Project Extract, Grant Project Shadow File, Descriptor Table (D12), Descriptor Maintenance record, History File, IT record, Operating File, Operating File Extract, OPP File, Year-End Adjustment File, Document File, Document Shadow File, AI File, and Project Control Maintenance record. (I think Project Control Table should probably be included.)

PCA

Code that looks up expanded program information for the agency. Called a Program Cost Account. Currently used in the AI, AI Maintenance, Allotment, AL Shadow, ALG, BD, BD Maintenance, Cost Allocation, CA Maintenance, Descriptor D43, Error, FSM, Grant Project, GP Shadow, History, IT, IN, Organization Control, OC Maintenance, Operating, OPE, OPP, Program Cost Account, PA Maintenance, Project Control, PC Maintenance, Year End Adjusting, Document, DF Shadow, Vendor Payment, VP Shadow and VPP Files.

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PCA-LVL-1

This is the fifth level of hierarchy in the program structure (program, element, component, task, PCA Level 1). This is established in the Descriptor Table, however it does not have a direct relationship to the rest of the program structure. Currently used in the Descriptor D19, Operating, OPP, Program Cost Account, PA Maintenance, and Document Files.

PCA-ACTY

Code that is a lower level of program structure under PCA. This code is established in the Descriptor Table with a direct relationship to the PCA. Currently used in the Descriptor D43, Error, History, IN, IT, Operating, OPP, Year End Adjusting, Document and DF Shadow Files.

AGCY-SRC

Provides a further breakdown of the Statewide Source Code. This is a CALSTARS Agency option. The values allowed are alpha or numeric. Currently defined in the Descriptor Table (D34) and its maintenance record. Also used in the Error File, Grant Project File, Grant Project Shadow File, History File, IT record, IN record, Operating File, OPP File, Project Control Table, Project Control Maintenance record, Year-End Adjustment File, and the Document File.

SUBSID-ACCT-NBR

Code used to specify a lower level of general ledger and/or fund number as required for certain GLAN's. Currently used in the Error, History, IN, IT, Subsidiary, SFP, Year End Adjusting, Document and DF Shadow Files.

PROJ

Code assigned to federal grants, projects for capital outlay or other categories that a department needs to collect costs that cannot be classified using other CALSTARS data elements. Currently used in the BD, BD Maintenance, Descriptor D42 & D48, Error, FSM, General Ledger, GLP, Grant Project, GP Shadow, GPE, GPG, History, Index Code, IC Maintenance, IN, IT, Operating, OPE, OPP, Program Cost Account, PA Maintenance, Project Control, PC Maintenance, Subsidiary, SFP, Year End Adjusting, Allotment, Cash Control, CC Shadow, Document, DF Shadow, Vendor Payment, VP Shadow, VPP, Warrant Write and WWP Files.

WORK-PHASE

Identifies the different phase of a project. Currently used in the Allotment, Cash Control, CC Shadow, Document, DF Shadow, Warrant Write, WWP, BD, BDM, Error, FSM, Grant Project, GP Shadow, GPE, GPG, History, Index Code, IC Maintenance, IN, IT, Operating, OPE, OPP, Program Cost Account, PA Maintenance, Project Control, PC Maintenance and Year End Adjusting Files.

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PROJ-TYPE

Code to classify the project. Valid values are:

- 0 - Agency Project
- 1 - Federal Grant
- 2 - Capital Project
- 3 - Local Agency Grant (use for sub-grantee accounting)
- 4 - Reimbursable Project
- A - FIFO Agency Project
- B - FIFO Federal Grant
- C - FIFO Capital Project
- D - FIFO Local Agency Grant (use for sub-grantee accounting)
- E - FIFO Reimbursable Project

Currently used in the Operating, OPP, Project Control, PC Maintenance, and Document Files.

LOC

Field that is available to identify various locations that might apply to an agencies accounting needs. This is an agency defined field that is not validated. Currently used in the Error, History, Index Code, IC Maintenance, IN, IT, Operating, OPP, Program Cost Account, PA Maintenance, Year End Adjusting, and Document Files.

MULTI-PURPOSE

Field that is available to further classify accounting records according to an agencies accounting needs. This is an agency defined field that is not validated. Currently used in the Error, History, IT, Document, IN, Operating, OPP and Year End Adjusting Files.

VEND-ID

Code that uniquely identifies the vendor and related information. Currently used in the Check, CK shadow, Document, DF Shadow, Warrant Write, WWP, Error, Grant Project, GP Shadow, History, IN, IT, Project Control, PC Maintenance, Reportable Payment, RPP, Vendor Edit, VE Maintenance, Vendor Payment, VP Shadow and VPP Files.

VEND-ID-SFX

Code that can identify the different address of the vendor. Currently used in the Check, CK shadow, Document, DF Shadow, Warrant Write, WWP, Error, Grant Project, GP Shadow, History, IN, IT, Project Control, PC Maintenance, Reportable Payment, RPP, Vendor Edit, VE Maintenance, Vendor Payment, VP Shadow and VPP Files.

VEND-NAME

Name of the vendor. Currenlty used in the Vendor Edit, VE Maintenance, Check, Check Shadow, Document, DF Shadow, Reportable Payment, RPP, Vendor Payment, VP Shadow, Warrant Write, WWP, Error, History, IN, IT and Year End Adjusting Files.

DOC-POST-LVL-IND-GROUP

ADABAS field that contains the various posting level indicators that are associated with the Document File record. This group contains the Allotment Fund Detail Level Indicator, Allotment Object Level Indicator, Allotment Organization Level Indicator, Allotment Program Level Indicator, and Project Object Posting Level Indicator.

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CREATE-DATE8

Date a record was established. In MMDDYYYY format. Currently used in the General Ledger File, Operating File, OS file/record, Subsidiary File, Cash Control File, Cash Control Shadow File, Document File, Allotment File, Warrant Write File and the WWP record.

LAST-UPDT-DATE8

Most recent date that the record had a transaction posted to it. This can be either an accounting transaction for financial files or Table Maintenance transaction for Tables. Date is in MMDDYYYY format. Currently used in the General Ledger, Operating, Subsidiary, Allotment, AL Shadow, Appropriation, AP Shadow, Document, DF Shadow, PTM, ALR, APR, DFR, GLR, GPR, OPR, SFR, Employee Master, Labor Control, Appropriation Symbol, Cost Allocation, Descriptor, Index Code, Organization Control, Program Cost Account, Project Control, PT, Transaction Decision Code, Timesheet, Grant Project, GP Shadow, Cash Control, CC Shadow, Vendor Edit, RRC, Year End Adjusting, GLP, OPP, SFP, Vendor Payment, VP Shadow, VPP, Reportable Payment, and RPP Files.

CLOSE-DATE8

The date the record was closed for further posting of accounting transactions. In MMDDYYYY format. Currently used in the Allotment File, Allotment Shadow File, Appropriation File and the Subsidiary File.

DOC-CM0

Original document amount as of the current date. Currently used in the Document and Document Shadow File.

DOC-CM1

Original document amount as of the end of the prior month. Currently used in the Document and Document Shadow File.

DOC-CM2

Original document amount as of the end of the prior-prior month. Currently used in the Document File.

DOC-PY13

Original document amount as of the end of the prior year end adjustment period (through FM13). Currently used in the Document and Document Shadow File.

DOC-PY

Original document amount as of the end of the prior year (through FM12). Currently used in the Document File.

ADJ-CM0

Accumulation of amounts entered to either increase or decrease the Original Document Amount for documents or Beginning Balance for subsidiary records as of the current date. Currently used in the Document and Subsidiary Files.

ADJ-CM1

Accumulation of increases and decreases to the Original Document Amount for documents and Beginning Balance for subsidiary records as of the end of the prior month. Currently used in the Document and Subsidiary Files.

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ADJ-CM2

Accumulation of amounts to increase or decrease the Original Document Amount for documents or Beginning Balance amount for subsidiary records as of the end of the prior-prior month. Currently used in the Document and Subsidiary Files.

ADJ-PY13

Accumulation of amounts to increase or decrease the Original Document amount for documents or Beginning Balance for subsidiary records as of the end of the prior year-end adjustment period (thru FM13). Currently used in the Document and Subsidiary Files.

ADJ-PY

Accumulation of amounts to increase or decrease the Original Document amount for documents or Beginning Balance amount for subsidiary records as of the end of the prior year (thru FM12). Currently used in the Document and Subsidiary Files.

LIQ-CM0

Amount posted to liquidate the document as of the current date. Liquidations cannot exceed the sum of the original document and adjustments financial field. Currently used in the Document File.

LIQ-CM1

Amount posted to liquidate the document as of the end of the prior month. Liquidations cannot exceed the sum of the original document and adjustments financial field. Currently used in the Document File.

LIQ-CM2

Amount posted to liquidate the document as of the end of the prior-prior month. Liquidations cannot exceed the sum of the original document and adjustments financial field. Currently used in the Document File.

LIQ-PY13

Amount posted to liquidate the document as of the end of the prior year end adjustment period (through FM13). Liquidations cannot exceed the sum of the original document and adjustments financial field. Currently used in the Document File.

LIQ-PY

Amount posted to liquidate the document as of the end of the prior year end (through FM12). Liquidations cannot exceed the sum of the original document and adjustments financial field. Currently used in the Document File.

COLL-PYMT-CM0

Amount of collections applied to the document as of the current date. Currently used in the Document File.

COLL-PYMT-CM1

Amount of collections applied to the document as of the end of the prior month. Currently used in the Document File.

COLL-PYMT-CM2

Amount of collections applied to the document as of the end of the prior-prior month. Currently used in the Document File.

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COLL-PYMT-PY13

Amount of collections applied to the document as of the end of the prior year end adjustment period (thru FM13). Currently used in the Document File.

COLL-PYMT-PY

Amount of collections applied to the document as of the end of the prior year (thru FM12). Currently used in the Document File.

RETENT-CM0

Amount retained from payments on document as of the current date. Currently used in the Document File.

RETENT-CM1

Amount retained from payments on document as of the end of the prior month. Currently used in the Document File.

RETENT-CM2

Amount retained from payments on document as of the end of the prior-prior month. Currently used in the Document File.

RETENT-PY13

Amount retained from payments on document as of the end of the year end adjustment period (through FM13). Currently used in the Document File.

RETENT-PY

Amount retained from payments on document as of the end of the prior year (through FM12). Currently used in the Document File.

EMPL-NAME

Name of the employee or group of employees. Currently used in the Employee Master File, its maintenance record and the IN File.

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AVG-HR

Identifies the average number of hours worked per month by an employee. Currently used in the Employee Master Table, Labor Control Table and their maintenance records.

STD-MM-HR-RATE-REG

Standard monthly or hourly rate for regular pay for employee or group. Currently used in the Employee Master and EF Maintenance Files.

STD-MM-HR-RATE-OT

Standard monthly or hourly rate for overtime pay for employee or group. Currently used in the Employee Master and EF Maintenance Files.

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STD-MM-HR-RATE-SD

Standard monthly or hourly rate for shift differential pay for employee or group. Currently used in the Employee Master and EF Maintenance Files.

STD-MM-HR-RATE-SDOT

Standard monthly or hourly rate for shift differential overtime pay for employee or group. Currently used in the Employee Master and EF Maintenance Files.